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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

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BULLETIN NO. 77-8

April 4, 1977

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Resources for Program Evaluation in Fiscal Year 1977

1. Purpose. This Bulletin provides instructions for the submission of information concerning the resources for program evaluation provided for in fiscal year 1977.
2. Background. The Office of Management and Budget has determined the need to collect and analyze information on the level of Federal expenditures and staffing devoted to program evaluation activities. The information requested by this Bulletin is vital to an understanding of the magnitude of evaluation resources and the ways in which these resources contribute to the achievement of national goals, agency missions, and program objectives. Moreover, increasing concern about the adequacy of data on program performance makes it necessary to assure that accurate information can be provided to the Congress and the public on the actual level of program evaluation expenditures.
3. Coverage. These instructions apply to each executive department and independent agency with more than 800 authorized full-time permanent employees.
4. Definition. For purposes of this Bulletin, program evaluation means the formal assessment, through objective measurements and systematic analyses, of the manner and extent to which Federal programs (or their components) have achieved or are achieving their objectives, or are producing other significant effects of either a desirable or undesirable character, in order to assist future policy and management decisions.

a. The following will be considered as Federal program evaluation activities for the purpose of this Bulletin:

(1) Formal studies, surveys, and data analyses for the purpose of determining the effectiveness, efficiency, or impact of a national or regional program.

(2) Systematic assessment of demonstration programs or projects which are expected to have major implication for programs of national or regional scope; except that evaluation activities which are an intrinsic part of the program operations or management should not be reported.

(3) Formal studies, surveys, and data analyses for the purpose of assessing program management processes, procedures, intervention techniques, workload distribution, or productivity.

(4) Assessment and development of program designs to assure that programs, once operational, can be successfully evaluated.

(5) Design, development, and field testing of new program evaluation methodologies.

(6) Synthesis and further analysis of results obtained by several previous program evaluation efforts.

(7) Collection of initial data to help in evaluation design and provide a baseline for subsequent evaluations.

b. The following will not be considered as program evaluation activities for the purposes of this Bulletin.

(1) Design, development, and operation of general data systems or management information systems.

(2) Continuing collection of routine data and general purpose statistics.

(3) Analysis of existing or proposed policies where no programs yet exist (even though authorized) for purposes of appraising the likely costs and effects of feasible alternatives. Although such analyses are often called "evaluations," they are prospective in character; whereas program evaluation is retrospective, aimed at determining what has actually occurred as the result of past program actions.

(4) Basic research and studies intended to increase or foster general knowledge development, but which are not

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expected to be used specifically and primarily in policy and management decisions.

\* (5) Routine, day-to-day monitoring of program operations which is an intrinsic part of program administration.

c. It is recognized that the present extensive variation among Federal agencies and programs will require case-by-case judgments to determine the applicability of the above criteria to agency "evaluation" activities.

5. Reporting Requirements. Departments and agencies should submit a report in accordance with the attached instructions and exhibit to OMB, attention: Evaluation and Program Implementation Division by April 25, 1977. This is a one-time report.

6. Rescission. This Bulletin is rescinded following receipt of the April 25, 1977 report.

7. Inquiries. Inquiries and requests for assistance should be directed to the Evaluation and Program Implementation Division, Office of Management and Budget. (395-4726 or 395-5642.)



Bert Lance  
Director

Attachment

## INSTRUCTIONS

An original and one copy of the report on program evaluation resources will be prepared on letter size sheets (8x10-1/2) and submitted in the format of the attached exhibit, as prescribed below.

Date - Enter the date of preparation

Contact - Enter the name and telephone number of an individual who can respond to questions relative to the information provided.

### Part I. RESOURCES SCHEDULE:

Department/Agency/Bureau - Enter the reporting department or independent agency. In the case of cabinet departments, enter each bureau or comparable organizational unit for which separate evaluation resources (funds and personnel) can be identified, a consolidated line entry for any other organizational units (if applicable), and a line entry for the total department or agency. At least one space should be left between each line entry.

Staff years - Enter the estimated staff-years for full-time permanent personnel who devote more than fifty percent of their time to the program evaluation activities outlined in paragraph 4a of this Bulletin. This includes full-time government personnel engaged in monitoring or directing such activities by contractors or grantees.

Salaries - Enter the estimated obligations for personnel compensation related to the staff-year entry.

Personnel Benefits - Enter the estimated obligations for personnel benefits associated with the salary figure.

Contracts/Grants - Enter the estimated obligations to be incurred for evaluation contracts or grants, or, in the case of multi-purpose agreements, the obligations for those portions of the contracts or grants that are directly related to the program evaluation activities described in paragraph 4a of this Bulletin.

Other Expenses - Enter the total obligations estimated for other administrative expenses directly related to the performance, commissioning, or oversight of the activities

described in paragraph 4a of this Bulletin. "Other expenses" would include obligations for travel and transportation of persons, transportation of things, rent, communications and utilities, printing and reproduction, other services (such as ADP services), supplies and materials, and equipment. Significant obligations for any of these "other expenses" should be briefly identified in the narrative.

Total - Enter the total estimated FY 1977 obligations for salaries, personnel benefits, contracts/grants, and other expenses. Note: All obligations are to be entered in thousands of dollars.

## Part II. NARRATIVE STATEMENT

A brief explanatory statement should describe in general terms the program evaluation activities being undertaken and the objectives toward which they are directed. It should highlight significant increases or decreases in funding levels from the current fiscal year to FY 1978 and major policy or strategy changes expected to occur. Emphasis should be placed on the expected use of evaluation information in the agency resource allocation and other decision processes. In most instances, the narrative for individual bureaus should be restricted to two or three paragraphs and the departmental or agency summary should not exceed two pages.

EXHIBIT  
Bulletin No. 77-8

REPORT ON FY 1977 PROGRAM EVALUATION RESOURCES  
(Dollars in Thousands)

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Part I. RESOURCE SCHEDULE

<u>Department/Agency/Bureau</u>	<u>Staff Years (FTP)</u>	<u>Salaries (\$)</u>	<u>Personnel Benefits (\$)</u>	<u>Contracts Grants (\$)</u>	<u>Other Expenses (\$)</u>	<u>TOTAL (\$)</u>
Department of Government (Report breakdown of major bureau or other organiza- tional unit for cabinet departments only)						

PART II. NARRATIVE STATEMENT

STATINTL

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